



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH, TEXAS**

Parent, Parent in Law, Step Parent or Parent by Adoption

The following is the basic eligibility criteria required to establish eligibility for processing a dependency determination for parent, parent in law, step parent, and parent by adoption:

1. The parent, parent in law, step parent, and parent by adoption must be dependent on the sponsor for over one-half of his or her support, or have been at the time of the sponsor's death.
2. The parent, parent in law, step parent, and parent by adoption must reside in the sponsor's household, or one maintained by the sponsor.

Note: If either of the above two conditions are not met, the parent, parent in law, step parent, and parent by adoption is not eligible.

Required documentation to determine eligibility for submission of a dependency determination application package:

- A. The sponsor's or spouse's birth certificate (as applicable).
- B. Due to the Uniformed Services unique administrative processing procedures, cross-servicing for the dependency determination application is not authorized per [AFI 36-3026](#), Table 1.3. The dependency determination application allows for the continuation of medical benefits (military treatment facility access only and no TRICARE eligibility) and shopping privileges within the Defense Enrollment Eligibility Reporting System. Determinations must be re-accomplished upon expiration of the dependent's ID card or when there is a change in the dependent's status that would affect continued eligibility such as: sponsor no longer provides more than 50 percent support. Sponsor should begin the renewal process 90-120 days prior to the current expiration date. Receipt of an approved dependency determination application from finance (DFAS-DE or DFAS-IN), showing the sponsor provides over 50 percent support is required. This means a financial determination application of over 50 percent support remains, and requires the sponsor to apply every 4-years with finance.
- C. If the sponsor is deceased, a final dependency determination application must be accomplished (as of the sponsor's date of death). The approved dependency determination letter from finance must be maintained by the parent, parent in law, step parent, and parent by adoption, his or her surviving family members, or agent or representative as proof of eligibility. The approval letter comes from either DFAS-DE or DFAS-IN and is valid indefinitely, presented for the purposes of receiving an ID card.
- D. A dependency determination is not required for parent, parent in law, step parent, and parent by adoption, of honorably discharged members (who are not retired and receipt of retired pay) but are rated one hundred percent (100 percent) disabled by the Department of Veterans' Affairs. These individuals and family members are not entitled to TRICARE or medical care through the Uniformed Services MTF; however, they receive their medical benefits from the Department of Veterans Affairs, the Civilian Health and Medical Program of the Department of Veterans Affairs. A letter from the Department of Veterans' Affairs, verifying the parent, parent in law, step parent, and parent by adoption for continuation of eligibility to shopping privileges is sufficient.
- E. When authorized medical care; it is limited, only military treatment facility - direct care access is provided for parent, parent in law, step parent, and parent by adoption. Access to TRICARE medical programs is not authorized.

The procedures below apply to the Air Force (active, Air National Guard, and Reserve) issuing facilities. **Note:** These procedures do not apply to the Army, Navy, Marine Corps, Coast Guard, Public Health Services, and the National Oceanic & Atmospheric Administration. For Service specific information and processing instructions, see [AFI 36-3026](#), Chapters 19-23.

STEP ACTION

1. A RAPIDS verifying official may hand write, type, or use the existing sponsor and parent, parent in law, step parent, and parent by adoption information listed in DEERS and the RAPIDS generated [DD Form 1172-2](#).

2. Complete appropriate Section;

3. Continuing with the completion of block 21-remarks: Annotate the documents used to verify relationship to the sponsor (see [AFI 36-3026](#), Attachment 5, eligibility documentation; If the parent, parent in law, step-parent, and parent by adoption information is already enrolled in DEERS annotate "VERIFIED BY DEERS," Include additional statements indicating the dependency application, initial or renewal, and other generated statements provided within RAPIDS.

4. Enter the VO name, date, location, telephone number, and email on the [DD Form 1172-2](#), block 21.

5. Provide a copy of the [DD Form 1172-2](#) to the sponsor and file original in suspense.

6. Once all required documentation has been obtained, the customer should visit the local Financial Services Office to initiate a dependency application, DD137-3, Parent or download the form from a web search engine. As a courtesy, the VO may provide a paper copy of this form to the applicant. Any questions pertaining to the form should be addressed by the FSO or DFAS-IN (ref: DFAS-PMJCBC/DE Manual 177-373, volume I, Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures).

Note: As of Nov. 4, 2009, the dependency application is forwarded to the DFAS-IN / JFLTBA, ATTN: Air Force Dependency Team, 8899 East 56th Street, Indianapolis IN 46249-1200. Financial Dependency Determination - Telephone toll free 1-888-332-7411 or (317) 510-0129, select option #4 (pay related inquiries), and option 2 (for services members), and option 5 (for secondary dependency), and option 2 (for Air Force Dependency Branch). DSN 699, DSN 699, fax (317) 212-4141, E-mail DFAS-IN_AF_Dependency@DFAS.MIL. Sponsors may send their dependency determination application directly to DFAS-IN.

Note: Medical sufficiency statement, contact nearest Military Treatment Facility (MTF) or TRICARE civilian provider.

7. DFAS-IN/JFLTBA will notify the sponsor by letter of approval/disapproval of the financial dependency application. If approved, the sponsor must present the approved financial dependency letter to an ID card issuing facility. If disapproved, DFAS-IN will advise of their findings, and if resubmission of the financial dependency application is necessary.

8. The VO will authorize benefits and privileges, update DEERS by scanning the approved financial dependency application and producing a [DD Form 1172-2](#) for sponsor signature, and ID card issuance to the parent, parent in law, step parent, and parent by adoption.

9. The VO advises sponsor or the surviving spouse, family member, or appointed agent/representative to maintain the approved dependency application letter from DFAS-IN. The renewal process occurs every 4-years for the financial (over 50 percent) support with DFAS-IN, or earlier when there is a change in the Parent, parent in law, step parent, and parent by adoption inform status that would affect continued eligibility such as: sponsor no longer provides more than 50 percent support, the parent, parent in law, step parent, and parent by adoption marries, a change in the sponsor's status or death.

Inquiries to obtain a letter of eligibility from the DEERS/TRICARE program, formerly a certificate of creditable coverage for the parent, parent in law, step parent, and parent by adoption, please contact the Defense Manpower Data Center Beneficiary helpdesk at 800-538-9552.